

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS14012806
POSITION NO: 243882
POSITION TITLE: _____

DATE POSTED: 11/14/16
CLOSING DATE: 11/29/16

DEPARTMENT NAME / WORKSITE: DGS/Navajo Nation Telecommunication & Utilities/Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Installs, tests, modifies, repairs and maintains communication equipment for radio transmitters, receivers and other communication equipment in vehicles and permanent locations in accordance with Federal Communications Commission (FCC) rules and regulations; ensures licensure, frequency coordination, reporting and records maintenance are in compliance with FCC rules and regulations; adjusts, repairs or replaces system components, including programming and reprogramming software; maintains all circuits, hardware and related equipment and facilities to optimum performance; provides technical expertise in the consideration of equipment and system needs and concerns; prepares equipment specifications for review/approval and subsequent purchase; maintains inventory of equipment and parts, equipment operating and maintenance manuals and equipment history records; monitors radio messages between stations or vehicles to ascertain the efficiency and clarity of messages; maintains antenna systems and antenna supports.

Designs and constructs new radio equipment in accordance with specified requirements including modification for desired use; collects, inputs and utilizes data within the communications database systems; prepares records, reports and correspondence as required; works with outside entities and facilities; works with other entities, agencies and organizations in performing duties; takes field strength measurements to determine operational coverage of transmitters and takes periodic frequency, power input and modulation measurement of transmitters; keeps abreast of new communication technology and provides recommendations for improved communication; instructs and informs departmental personnel on the proper use, care and operation of radio communication in accordance with FCC rules and regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and completion of a two year program in Electronic Technology; and two (2) year of experience in radio hardware and software installation and maintenance.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of current applicable Federal Communications Commission (FCC) rules and regulations.
Knowledge of radio communications systems and terminology.
Knowledge of basic principles and practices of radio communication hardware and software operations.
Knowledge of basic methods and techniques of determining radio hardware and software problems.
Knowledge of the tools and equipment used to test and calibrate electronic equipment.
Knowledge of methods and techniques of radio communication.
Knowledge of inventory control.
Skill in troubleshooting various radio communication problems.
Skill in understanding and following oral and written instructions.
Skill in communicating clearly and concisely, both orally and in writing.
Skill in establishing and maintaining effective working relationships.
Ability to write reports and routine correspondence, complete and maintain records.
Must have own tools. Possess a valid FCC Commercial Radio Operator's License.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.